



# Vicon Machinery

*Where Superior Duct Work Begins.*

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## Inside Sales Representative

**Location:** Pevely, MO

### About Vicon

Vicon Machinery manufactures precision sheet metal machinery used in HVAC duct fabrication. Our Pevely, MO location designs, engineers, and builds coil lines, rollformers, and other advanced systems that help shops streamline duct production.

### Position Summary

The Inside Sales Representative plays a key role in supporting the sales process from start to finish. This position is responsible for developing customer relationships, processing orders for the field sales team, and coordinating with production to ensure accurate scheduling and timely delivery. By acting as a central point of contact between customers, sales, and production, the Inside Sales Representative helps drive revenue growth and ensures customer satisfaction.

### Key Responsibilities

- Manage inbound and outbound sales activities, including phone calls, emails, and virtual meetings.
- Develop and maintain relationships with new and existing customers.
- Identify customer needs and recommend appropriate products, solutions, or services.
- Prepare and present quotes, proposals, and sales agreements.
- Process customer orders for the field sales team and ensure accurate entry into the system.
- Work directly with the production team to confirm scheduling, lead times, and order status.
- Track leads, opportunities, and pipeline activity using the company's CRM system.
- Collaborate with field sales and marketing teams to coordinate campaigns and follow up on leads.
- Provide timely follow-up, product knowledge, and order updates to customers.
- Maintain accurate records of all sales activities, customer interactions, and order details.
- Stay informed on industry trends, product knowledge, and competitor activity.

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Sales & Service  
1801 Arctic Avenue  
Bohemia, NY 11716  
Phone: (631) 563-7234  
Fax: (631) 563-7239

Sales, Manufacturing, & Service  
(Coil Lines, Rollform, Duct Fabrication)  
1180 Mason Circle N  
Pevely, MO 63070  
Phone: (636) 349-8999  
Fax: (636) 326-2097

Sales, Manufacturing, & Service  
(Plasma, Laser, Software)  
10248 Mercer Pike  
Meadville, PA 16335  
Phone: (814) 333-2181  
Fax: (814) 333-2353

### **Qualifications**

- Proven experience in inside sales, customer service, or a related role
- Strong communication and interpersonal skills, with the ability to build rapport quickly.
- Excellent organizational skills and attention to detail.
- Proficiency with CRM systems (Bexio) and Microsoft Office/Google Workspace.
- Proficiency with SAGE 100 for order processing and coordination with production.
- Ability to handle multiple priorities in a fast-paced environment.
- Goal-oriented mindset with a passion for sales and customer success.

### **What We Offer**

- Competitive salary.
- Health insurance.
- Paid time off and holidays.
- 401(k) with company match.
- Opportunities for professional growth and development.

**To Apply:** Please send your Resume or Curriculum Vitae (CV) to [info@spiral-helix.com](mailto:info@spiral-helix.com)

**Vicon Machinery, LLC is an equal opportunity employer.**

We celebrate diversity and are committed to creating an inclusive environment for all employees.